



BID NO.: 8216-4/12

**OPENING: 2:00 P.M.
WEDNESDAY
February 28, 2007**

MIAMI-DADE COUNTY, FLORIDA

**I N V I T A T I O N
T O B I D**

TITLE:

**OPERATION & MAINTENANCE SERVICE FOR LANDFILL GAS CONTROL SYSTEMS AND
LEACHATE PRETREATMENT SYSTEM**

THE FOLLOWING ARE REQUIREMENTS OF THIS BID, AS NOTED BELOW:

CERTIFICATE OF COMPETENCY:	N/A
EQUIPMENT LIST:.....	N/A
EXPEDITED PURCHASING PROGRAM (EPP)	N/A
INDEMNIFICATION/INSURANCE:.....	SEE SECTION 2 PARAGRAPH 2.11
LIVING WAGE:	N/A
PRE-BID CONFERENCE/WALK-THRU:.....	SEE SECTION 2 PARAGRAPH 2.3
SMALL BUSINESS ENTERPRISE MEASURE:.....	SEE SECTION 2 PARAGRAPH 2.2
SAMPLES/INFORMATION SHEETS:	N/A
SECTION 3 – MDHA:.....	N/A
SITE VISIT:	SEE SECTION 2 PARAGRAPH 2.8
USER ACCESS PROGRAM:.....	SEE SECTION 2 PARAGRAPH 2.21
WRITTEN WARRANTY:	N/A

FOR INFORMATION CONTACT:

Km! Ra at 305-375-1291 OR kmra@miamidade.gov

IMPORTANT NOTICE TO BIDDERS:

Please Complete And Submit All Affidavits Attached To This Solicitation

**MIAMI-DADE COUNTY
DEPARTMENT OF PROCUREMENT MANAGEMENT
PURCHASING DIVISION**

**FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL PREFERENCE ON
PAGE 21 OF SECTION 4, BID SUBMITTAL FORM SHALL RENDER THE BIDDER INELIGIBLE
FOR LOCAL PREFERENCE**

**FAILURE TO SIGN PAGE 21 OF SECTION 4, BID SUBMITTAL FORM WILL RENDER YOUR
BID NON-RESPONSIVE**

MIAMI-DADE COUNTY, FLORIDA

INVITATION TO BID

Bid Number: 8216-4/12

Title: Operation & Maintenance Service For Landfill Gas Control Systems And Leachate Pretreatment System

Sr. Procurement Contracting Agent: Km! Ra

Bids will be accepted until 2:00 p.m. on February 28, 2007

Bids will be publicly opened. The County provides equal access and does not discriminate on the basis of disability in its programs or services. It is our policy to make all communication available to the public, including those who may be visually or hearing impaired. If you require information in a non-traditional format please call 305-375-5278.

Instructions: Each Bid submitted to the Department of Procurement Management shall have the following information clearly marked on the face of the envelope: the Bidders name, return address, Bid number, opening date of the Bid and the title of the Bid. Included in the envelope shall be an original and three copies of the Bid Submittal, plus attachments if applicable. Failure to comply with this requirement may result in your Bid not being considered for award.

All Bids must be submitted in a sealed envelope or container and will be opened promptly at the time indicated in this solicitation document. Any Bid received after the first Bid has been opened will be returned to the Bidder unopened. The County does not accept responsibility for delays, natural or otherwise.

NOTICE TO ALL BIDDERS:

- **FAILURE TO SIGN THE BID SUBMITTAL FORM WILL RENDER YOUR BID NON-RESPONSIVE.**
- **THE BID SUBMITTAL FORM CONTAINS IMPORTANT CERTIFICATIONS THAT REQUIRE REVIEW AND COMPLETION BY ANY BIDDER RESPONDING TO THIS SOLICITATION**

SECTION 1

GENERAL TERMS AND CONDITIONS**1.1. DEFINITIONS**

Bid – shall refer to any offer(s) submitted in response to this solicitation.
Bidder – shall refer to anyone submitting a Bid in response to this solicitation.

Bid Solicitation – shall mean this solicitation documentation, including any and all addenda.

Bid Submittal Form – defines the requirement of items to be purchased, and must be completed and submitted with Bid. The Bidder should indicate its name in the appropriate space on each page.

County – shall refer to Miami-Dade County, Florida

DPM – shall refer to Miami-Dade County's Department of Procurement Management, Purchasing Division.

Enrolled Vendor – **EFFECTIVE JULY 8, 2002**, shall refer to a firm that has completed the necessary documentation in order to receive Bid notifications from the County, but has not yet registered.

Registered Vendor – shall refer to a firm that has completed the Miami-Dade County Business Entity Registration Application and has satisfied all requirements to enter in to business agreements with the County.

For additional information about on-line vendor enrollment or vendor registration contact the Vendor Assistance Unit at 111 N.W. 1st Street, 13th Floor, Miami, FL 33128, Phone 305-375-5773. **EFFECTIVE JULY 1, 2002**, vendors will be able to enroll and register online by visiting our web site at <http://miamidade.gov> and click on "Business".

1.2. INSTRUCTIONS TO BIDDERS**A. Bidder Qualification**

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the Bid Solicitation are encouraged to submit Bids. Vendors may enroll with the County to be included on a mailing list for selected categories of goods and services. To be eligible for award of a contract (including small purchase orders), Bidders must complete a "Miami-Dade County Business Entity Registration Application". Only Registered Vendors can be awarded County contracts. Vendors are encouraged to register with the County anytime by contacting the Vendor Information Center at 305-375-5287. The County endeavors to obtain the participation of all qualified minority and disadvantaged business enterprises. For information and to apply for certification, contact the Department of Business Development, at 111 N.W. 1 Street, 19th Floor, Miami, FL 33128-1844, or telephone at 305-375-3111. County employees wishing to do business with the County are referred to Section 2-11.1(d) of the Miami-Dade County Code.

B. Vendor Registration

To be recommended for award the County requires that vendors complete a Miami-Dade County Business Entity Registration Application with all required disclosure affidavits. The Miami-Dade County Business Entity Registration Application must be returned to the Department of Procurement Management (DPM), Purchasing Division within Fourteen (14) days of notification of the intent to recommend for award. In the event the Miami-Dade County Business Entity Registration Application is not properly completed and returned within the specified time, the County may award to next lowest responsive Bidder. The Bidder is responsible for obtaining the Miami-Dade County Business Entity Registration Application and all affidavits by downloading from DPM's website at <http://miamidade.gov> and click on "Business" or from the Vendor Assistance Unit at 111 N.W. 1st Street, Miami, FL. In becoming a Registered Vendor with Miami-Dade County, the vendor confirms its knowledge of and commitment to comply with the following:

1. Disclosure of Employment – pursuant to Section 2-8.1(d) of the County Code.
2. Disclosure of Ownership Affidavit – pursuant to Section 2-8.1(d) of the County Code.
3. Drug-Free Affidavit – pursuant to Section 2-8.1.2(b) of the County Code.

4. W-9 and 8109 Forms – The vendor must furnish these forms as required by the Internal Revenue Service.
5. Social Security Number – The vendor must provide a copy of the primary owner's social security card if the social security number is being used in lieu of the Federal Identification Number (F.E.I.N.).
6. Americans with Disabilities Act (A.D.A.) Affidavit – It is the policy of the County to comply with all requirements of County Resolution R182-00 and the A.D.A.
7. Collection of Fees, Taxes and Parking Tickets Affidavit – pursuant to Section 2-8.1 (c) of the County Code.
8. Conflict of Interest and Code of Ethics – pursuant to Sections 2-8.1(i) and 2-11.1(b) (1) through (6) and (9) of the County Code and County Ordinance No. 00-1 amending Section 2-11.1(c) of the County Code.
9. Code of Business Ethics – pursuant to Section 2-8.1(i) of the County Code.
10. Debarment Disclosure Affidavit – pursuant to County Code 10-38.
11. Office of the Inspector General Pursuant to Section 2-1076 of the County Code.
12. Minority and Disadvantaged Business Enterprises. The County endeavors to obtain the participation of all minority and disadvantaged business enterprises pursuant to Sections 2-8.2, 2-8.2.3 and 2-8.2.4 of the County Code and Title 49 of the Code of Federal Regulations.
13. Individuals and Entities Doing Business with the County not current in their obligations to the County – pursuant to Sections 2-8.1 (h) and 2-11.1(b)(8) of the County Code.
14. Nondiscrimination pursuant to Section 2-8.1.5 of the County Code.
15. Family Leave - Pursuant to Section 11A-30 of the County Code.
16. Living Wage – Pursuant to Section 2-8.9 of the County Code.
17. Domestic Leave – Pursuant to Section 11A-60 of the County Code.
18. Antitrust Laws – By acceptance of any contract, the vendor agrees to comply with all antitrust laws of the United States and the State of Florida.

C. PUBLIC ENTITY CRIMES

To be eligible for award of a contract, firms wishing to do business with the County must comply with the following:

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

D. Request for Additional Information

1. Pursuant to Section 2-11.1(t) of the County Code, all Bid Solicitations, once advertised and until an award recommendation has been forwarded to the appropriate authority are under the "Cone of Silence". Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the Procurement Agent identified on the front page of the solicitation. Such inquiries or request for information shall be submitted to the procurement agent in writing and shall contain the requester's name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with Bidder's facsimile number. The requestor must also file a copy of this written request with the Clerk of the Board, 111 NW 1st Street, 17th Floor, suite 202, Miami, Florida 33128-1983 or email clerkbcc@miamidade.gov.
2. The Department of Procurement Management may issue an addendum in response to any inquiry received, prior to Bid opening, which changes, adds to or clarifies the terms, provisions

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or requirements of the solicitation. The Bidder should not rely on any representation, statement or explanation whether written or verbal, other than those made in this Bid Solicitation document or in any addenda issued. Where there appears to be a conflict between this Bid Solicitation and any addenda, the last addendum issued shall prevail.

3. It is the Bidder's responsibility to ensure receipt of all addenda, and any accompanying documentation. The Bidder is required to submit with its Bid a signed "Acknowledgment of Addenda" form, when any addenda have been issued.

E. Contents of Bid Solicitation and Bidders' Responsibilities

1. It is the responsibility of the Bidder to become thoroughly familiar with the Bid requirements, terms and conditions of this solicitation. Pleas of ignorance by the Bidder of conditions that exist or that may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid to the Bidder.

2. This solicitation is subject to all legal requirements contained in the applicable County Ordinances, Administrative Orders, and Resolutions, as well as all applicable State and Federal Statutes. Where conflict exists between this Bid Solicitation and these legal requirements, the authority shall prevail in the following order: Federal, State and local.

3. It is the responsibility of the Bidder/Proposer, prior to conducting any lobbying regarding this solicitation to file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder/Proposer. The Bidder/Proposer shall also file a form with the Clerk of the Board at the point in time at which a lobbyist is no longer authorized to represent said Bidder/ Proposer. Failure of a Bidder/Proposer to file the appropriate form required, in relation to each solicitation, may be considered as evidence that the Bidder/Proposer is not a responsible contractor.

F. Change or Withdrawal of Bids

1. Changes to Bid - Prior to the scheduled Bid opening a Bidder may change its Bid by submitting a new Bid, (as indicated on the cover page) with a letter in writing on the firms letterhead, signed by an authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original Bid. No changes to a Bid will be accepted after the Bid has been opened.
2. Withdrawal of Bid - A Bid shall be irrevocable unless the Bid is withdrawn as provided herein. Only written a letter received by the DPM Purchasing Division prior to the Bid opening date may withdraw a bid. A bid may also be withdrawn ninety (90) days after the Bid has been opened and prior to award, by submitting a letter to the contact person identified on the front cover of this Bid Solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the Bidder.

G. Conflicts Within The Bid Solicitation

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Bid Submittal Section, or any addendum issued, the order of precedence shall be: the last addendum issued, the Bid Submittal Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions.

H. Prompt Payment Terms

1. It is the policy of Miami-Dade County that payment for all purchases by County agencies and the Public Health Trust shall be made in a timely manner and that interest payments be made on late payments. In accordance with Florida Statutes, Section 218.74 and Section 2-8.1.4 of the Miami-Dade County Code, the time at which payment shall be due from the County or the Public Health Trust shall be forty-five (45) days from receipt of a proper invoice. The time at which payment shall be due to small businesses shall be thirty (30) days from receipt of a proper invoice. All payments

due from the County or the Public Health Trust, and not made within the time specified by this section, shall bear interest from thirty (30) days after the due date at the rate of one percent (1%) per month on the unpaid balance. Further, proceedings to resolve disputes for payment of obligations shall be concluded by final written decision of the County Manager, or his or her designee(s), not later than sixty (60) days after the date on which the proper invoice was received by the County or the Public Health Trust.

2. The Bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the Bid submittal signature page of the solicitation.

1.3. PREPARATION OF BIDS

- A. The Bid submittal form defines requirements of items to be purchased, and must be completed and submitted with the Bid. Use of any other form will result in the rejection of the Bidder's offer.
- B. The Bid submittal form must be legible. Bidders shall use typewriter, computer or ink. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the Bid to be rejected.
- C. An authorized agent of the Bidder's firm must sign the Bid submittal form. **FAILURE TO SIGN THE BID SUBMITTAL FORM SHALL RENDER THE BID NON-RESPONSIVE.**
- D. The Bidder may be considered non-responsive if bids are conditioned to modifications, changes, or revisions to the terms and conditions of this solicitation.
- E. The Bidder may submit alternate Bid(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate Bid must meet or exceed the minimum requirements and be submitted on a separate Bid submittal marked "Alternate Bid".
- F. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- G. Please be advised that the County, in exercise of its discretion, may not accept bids and/or proposals received after the scheduled time and date. Sealed bids/proposals will be opened promptly at the time and place specified. The responsibility for submitting a sealed bid/proposal on or before the stated time and date is solely and strictly the responsibility of the Bidder/Proposer. Miami-Dade County is not responsible for delays caused by any mail, package or couriers service, including the U.S. Mail, or caused by any other occurrence.

1.4. CANCELLATION OF BID SOLICITATION

Miami-Dade County reserves the right to cancel, in whole or in part, any Invitation to Bid when it is in the best interest of the County.

1.5. AWARD OF BID SOLICITATION

- A. This Bid may be awarded to the responsible Bidder meeting all requirements as set forth in the solicitation. The County reserves the right to reject any and all Bids, to waive irregularities or technicalities and to re-advertise for all or any part of this Bid Solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low Bid or in whichever manner deemed in the best interest of the County.
- C. The County reserves the right to reject any and all Bids if it is determined that prices are excessive, best offers are determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. The County reserves the right to negotiate prices with the low bidder, provided that the scope of work of this solicitation remains the same.
- E. Award of this Bid Solicitation will only be made to firms that have completed the Miami-Dade County Business Entity Registration Application and that satisfy all necessary legal requirements to do

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business with Miami-Dade County. Firms domiciled in Miami-Dade County must present a copy of their Miami-Dade County issued Occupational License.

- F. Pursuant to County Code Section 2-8.1(g), the Bidder's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the Bid received for this Bid Solicitation.
- G. To obtain a copy of the Bid tabulation, Bidder(s) shall enclose an appropriately sized self-addressed stamped envelope. Bid results will not be given by telephone or facsimile. Please allow ten (10) calendar days after Bid opening for mailing.
- H. The Bid Solicitation, any addenda and/or properly executed modifications, the purchase order, and any change order(s) shall constitute the contract.
- I. In accordance with Resolution R-1574-88 the Director of Purchasing Division will decide all tie Bids.
- J. Award of this Bid may be predicated on compliance with and submittal of all required documents as stipulated in the Bid Solicitation.

1.6. CONTRACT EXTENSION

- A. The County reserves the right to exercise its option to extend a contract for up to one hundred-eighty (180) calendar days beyond the current contract period and will notify the contractor in writing of the extension.
- B. This contract may be extended beyond the initial one hundred-eighty (180) day extension period upon mutual agreement between the County and the successful Bidder(s) upon approval by the Board of County Commissioners.

1.7. WARRANTY

All warranties, express and implied, shall be made available to the County for goods and services covered by this Bid Solicitation. All goods furnished shall be fully guaranteed by the successful Bidder against factory defects and workmanship. At no expense to the County, the successful Bidder shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty. The Special Conditions of the Bid Solicitation may supersede the manufacturer's standard warranty.

1.8. ESTIMATED QUANTITIES

Estimated quantities or dollars are for Bidder's guidance only: (a) estimates are based on the County's anticipated needs and/or usage during a previous contract period and; (b) the County may use these estimates to determine the low Bidder. Estimated quantities do not contemplate or include possible additional quantities that may be ordered by other government, quasi-government or non-profit entities utilizing this contract under the Joint Purchase portion of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation and the resulting contract, if that section is present in this solicitation document. No guarantee is expressed or implied as to quantities or dollars that will be used during the contract period. The County is not obligated to place any order for the given amount subsequent to the award of this Bid Solicitation.

1.9. NON-EXCLUSIVITY

It is the intent of the County to enter into an agreement with the successful Bidder that will satisfy its needs as describe herein. However, the County reserves the right as deemed in its best interest to perform, or cause to be performed, the work and services, or any portion thereof, herein described in any manner it sees fit, including but not limited to: award of other contracts, use of any contractor, or perform the work with its own employees.

1.10. LOCAL PREFERENCE

The evaluation of competitive bids is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. A local business shall be defined as:

1. a business that has a **valid** occupational license, issued by Miami-Dade County **at** least one year **prior** to bid or proposal submission, **that** is appropriate for the goods, services or construction **to** be purchased;
2. a business that has **physical** business address located within the limits of Miami-Dade County from which the vendor operates or performs **business**. Post Office Boxes are not verifiable and shall **not** be used for the purpose of establishing said **physical** address; and
3. a business that **contributes** to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This **may** include but not be limited to the retention and expansion of employment opportunities and the support and increase **in** the County's tax base. To satisfy this requirement, the **vendor** shall affirm in writing its compliance with either **of** the following objective criteria as of the bid or proposal submission date stated in the solicitation:
 - (a) vendor has at **least** ten (10) permanent full time employees, or **part** time employees equivalent to 10 FTE ("full-time equivalent" employees working 40 hours per week) **that** live in Miami-Dade County, or at least 25% **of** its employees that live in Miami-Dade County, or
 - (b) vendor **contributes** to the County's tax base by paying either **real** property taxes or **tangible** personal property taxes to Miami-Dade County, or
 - (c) some other **verifiable** and measurable contribution to the economic development and well-being of Miami-Dade County.

When there is a responsive bid from a Miami-Dade local business within 10% of the lowest price submitted by a responsive non-local business, the local business and the non-local low bidder shall have the opportunity to submit a best and **final** bid equal to or lower than the amount of the low bid previously submitted by the non-local business.

At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties until September 2007. Therefore, a vendor which meets the requirements of (1), (2) and (3) above for Broward County shall be considered a local business pursuant to this Section.

1.11. CONTINUATION OF WORK

Any work that commences **prior** to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the County and the successful Bidder, continue until completion at the same prices, terms and conditions.

1.12. BID PROTEST

- A. A recommendation for contract award or rejection of award may be protested by a Bidder in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Administrative Order No.3-21.
- B. A written intent to protest shall be filed with the Clerk of the Board and mailed to all participants in the competitive process and to the County Attorney within three (3) County work days of the filing of the County Manager's recommendation. This three day period begins on the County work day after the filing of the County Manager's recommendation. Such written intent to protest shall state the particular grounds on which it is based and shall be accompanied by a filing fee as detailed in Para C below.
- C. The written intent to protest shall be accompanied by a non-refundable filing fee, payable to the Clerk of the Board, in accordance with the schedule provided below:

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<u>Award Amount</u>	<u>Filing Fee</u>
\$25,000-\$100,000	\$500
\$100,001-\$500,000	\$1,000
\$500,001-\$5 million	\$3,000
Over \$5 million	\$5,000

The protester shall then file all pertinent documents and supporting evidence with the Clerk of the Board and mail copies to all participants in the competitive process and to the County Attorney within three (3) County work days after the filing of a written intent to protest.

- D. For award recommendations greater than \$250,000 the following shall apply:
The County's recommendation to award or reject will be immediately communicated (via mail, fax or email) to all participants in the competitive process and filed with the Clerk of the Board.
- E. For award recommendations from \$25,000 to \$250,000 the following shall apply:
Each County work day, as appropriate, recommendations to award or reject will be posted in the lobby of the Stephen P. Clark Center, located at 111 N.W. 1st Street. Participants may also call the Awards Line at 305-375-4724, or 800-510-4724, or the contact person as identified on the cover page of the Bid Solicitation.

1.13. RULES, REGULATIONS AND LICENSES

The successful Bidder shall comply with all laws and regulations applicable to provide the goods and/or services specified in this Bid Solicitation. The Bidder shall be familiar with all federal, state and local laws that may in affect the goods and/or services offered.

1.14. PACKAGING

Unless otherwise specified in the Special Conditions or Technical Specifications, all containers shall be suitable for shipment and/or storage and comply with Resolution No. 738-92.

1.15. SUBCONTRACTING

Unless otherwise specified in this Bid Solicitation, the successful Bidder shall not subcontract any portion of the work without the prior written consent of the County. The ability to subcontract may be further limited by the Special Conditions. Subcontracting without the prior consent of the County may result in termination of the contract for default. When Subcontracting is allowed the Bidder shall comply with County Resolution No. 1634-93, Section 10-34 of the County Code and County Ordinance No. 97-35.

1.16. ASSIGNMENT

The successful Bidder shall not assign, transfer, hypothecate, or otherwise dispose of this contract, including any rights, title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the County.

1.17. DELIVERY

Unless otherwise specified in the Bid Solicitation, prices quoted shall be F.O.B. Destination. Freight shall be included in the proposed price.

1.18. RESPONSIBILITY AS EMPLOYER

The employee(s) of the successful Bidder shall be considered to be at all times its employee(s), and not an employee(s) or agent(s) of the County or any of its departments. The successful Bidder shall provide competent and physically employee(s) capable of performing the work as required. The County may require the successful Bidder to remove any employee it deems unacceptable. All employees of the successful Bidder shall wear proper identification.

1.19. INDEMNIFICATION

The successful Bidder shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of

defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the successful Bidder or its employees, agents, servants, partners, principals or subcontractors. The successful Bidder shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The successful Bidder expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the successful Bidder shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

1.20. COLLUSION

Where two (2) or more related parties, as defined herein, each submit a Bid for any contract, such Bids shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such Bids. Related parties shall mean Bidder or the principals thereof which have a direct or indirect ownership interest in another Bidder for the same contract or in which a parent company or the principals thereof of one (1) Bidder have a direct or indirect ownership interest in another Bidder for the same contract. Furthermore, any prior understanding, agreement, or connection between two or more corporations, firms, or persons submitting a bid for the same materials, supplies, services, or equipment shall also be presumed to be collusive. Bids found to be collusive shall be rejected. Bidders who have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive Bidding may be terminated for default.

1.21. MODIFICATION OF CONTRACT

The contract may be modified by mutual consent, in writing through the issuance of a modification to the contract, purchase order, change order or award sheet, as appropriate.

1.22. TERMINATION FOR CONVENIENCE

The County, at its sole discretion, reserves the right to terminate this contract without cause upon thirty (30) days written notice. Upon receipt of such notice, the successful Bidder shall not incur any additional costs under this contract. The County shall be liable only for reasonable costs incurred by the successful Bidder prior to notice of termination. The County shall be the sole judge of "reasonable costs."

1.23. TERMINATION FOR DEFAULT

The County reserves the right to terminate this contract, in part or in whole, or place the vendor on probation in the event the successful Bidder fails to perform in accordance with the terms and conditions stated herein. The County further reserves the right to suspend or debar the successful Bidder in accordance with the appropriate County ordinances, resolutions and/or administrative orders. The vendor will be notified by letter of the County's intent to terminate. In the event of termination for default, the County may procure the required goods and/or services from any source and use any method deemed in its best interest. All re-procurement cost shall be borne by the successful Bidder.

1.24. FRAUD AND MISREPRESENTATION

Pursuant to Section 2-8.1.4 of the Miami-Dade County Code, any individual, corporation or other entity that attempts to meet its contractual obligations with the County through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The County as a further sanction may terminate or cancel any other contracts with such individual, corporation or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

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The County reserves the right to require the Contractor to submit to an audit by Audit and Management Services or other auditor of the County's choosing at the Contractor's expense. The Contractor shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. The Contractor shall retain all records pertaining to this Agreement and upon request make them available to the County for three years following expiration of the Agreement. The Contractor agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards.

1.26 OFFICE OF THE INSPECTOR GENERAL

Miami-Dade County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. The Inspector General (IG) has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. The Inspector General may, on a random basis, perform audits on all County contracts. The cost of random audits shall be incorporated into the contract price of all contracts and shall be one quarter (1/4) of one (1) percent of the contract price, except as otherwise provided in Section 2-1076(c)(8) of the County Code.

1.27 PRE-AWARD INSPECTION

The County may conduct a pre-award inspection of the bidder's site or hold a pre-award qualification hearing to determine if the bidder is capable of performing the requirements of this bid solicitation.

1.28 PROPRIETARY/CONFIDENTIAL INFORMATION

Bidders are hereby notified that all information submitted as part of, or in support of bid submittals will be available for public inspection after opening of bids in compliance with Chapter 119 of the Florida Statutes; popularly known as the "Public Record Law." The bidder shall not submit any information in response to this invitation, which the bidder considers to be a trade secret, proprietary or confidential. The submission of any information to the County in connection with this invitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the bidder. In the event that the bidder submits information to the County in violation of this restriction, either inadvertently or intentionally, and clearly identifies that information in the bid as protected or confidential, the County shall endeavor to redact and return that information to the bidder as quickly as possible, and if appropriate, evaluate the balance of the bid. The redaction or return of information pursuant to this clause may render a bid non-responsive.

1.29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Any person or entity that performs or assists Miami-Dade County with a function or activity involving the use or disclosure of "individually identifiable health information (IIHI) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Miami-Dade County Privacy Standards Administrative Order. HIPAA mandates for privacy, security and electronic transfer standards, that include but are not limited to:

1. Use of information only for performing services required by the contract or as required by law;
2. Use of appropriate safeguards to prevent non-permitted disclosures;
3. Reporting to Miami-Dade County of any non-permitted use or disclosure;
4. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder/Proposer and reasonable assurances that IIHI/PHI will be held confidential;

5. Making Protected Health Information (PHI) available to the customer;
6. Making PHI available to the customer for review and amendment; and incorporating any amendments requested by the customer;
7. Making PHI available to Miami-Dade County for an accounting of disclosures; and
8. Making internal practices, books and records related to PHI available to Miami-Dade County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records, and/or electronic transfer of data). The Bidder/ Proposer must give its customers written notice of its privacy information practices including specifically, a description of the types of uses and disclosures that would be made with protected health information.

1.30. CHARTER COUNTY TRANSIT SYSTEM SALES SURTAX

When proceeds from the Charter County Transit System Sales Surtax levied pursuant to Section 29.121 of the Code of Miami-Dade County are used to pay for all or some part of the cost of this contract, no award of a Blanket Purchase Order (BPO) for Transit/Public Works as part of a multi-department contract, nor an award of a contract solely for the use of Transit/Public Works shall be effective and thereby give rise to a contractual relationship with the County for Transit/Public Works purchases unless and until both the following have occurred: 1) the County Commission awards the contract, and such award becomes final (either by expiration of 10 days after such award without veto by the Mayor, or by Commission override of a veto); and, 2) either, i) the Citizens' Independent Transportation Trust (CITT) has approved inclusion of Transit/Public Works in this contract, or, ii) in response to the CITT's disapproval, the County Commission reaffirms Transit/Public Work's inclusion in the contract by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final.

1.31 LOBBYIST CONTINGENCY FEES

A. In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.

B. A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependant on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Manager or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

1.32 COMMISSION AUDITOR – ACCESS TO RECORDS

Pursuant to Ordinance No. 03-2, all vendors receiving an award of the contract resulting from this solicitation will grant access to the Commission Auditor to all financial and performance related records, property, and equipment purchased in whole or in part with government funds.

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**2.1 PURPOSE: TO ESTABLISH A CONTRACT FOR A COUNTY
DEPARTMENT**

The purpose of this solicitation is to establish a contract for the operation and maintenance services for the South Dade Landfill Gas Control System and the North Dade Landfill Gas Control System (to include the Leachate Pretreatment System) in conjunction with the needs of Miami-Dade County's Solid Waste Management Department, on an as-needed when-needed basis.

**2.2 SMALL BUSINESS CONTRACT MEASURES FOR SOLICITATIONS
GREATER THAN \$50,000 (Bid Preference)**

A Small Business Enterprise (SBE) bid preference applies to this solicitation.

A 10% percent bid preference shall apply to contracts \$1 million or less and 5% percent on contracts greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Department of Business Development (DBD) for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact the Department of Business Development at 305-375-3111 or access www.miamidade.gov/dbd.

The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

2.3 PRE-BID/PRE-OFFER CONFERENCE (RECOMMENDED):

A pre-bid conference will be held on Tuesday, February 20, 2007 at the Stephen P. Clarke Center, 111 NW 1st Street, Conference Room 18-3, 18th Floor at 10:00AM to discuss the special conditions and specifications included within this solicitation. It is highly recommended that a representative of the firm attend this conference as the "cone of silence" will be lifted during the course of the conference and informal communication can take place.

Bidders are requested to bring this solicitation document to the conference, as additional copies may not be available.

"Multiple members of individual community councils may be present."

2.4 TERM OF CONTRACT: TWELVE (12) MONTHS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Department of Procurement Management, Purchasing Division; and contingent upon the completion

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and submittal of all required bid documents. The contract shall expire on the last day of the twelve month period

2.5 OPTION TO RENEW FOR FOUR (4) ADDITIONAL YEAR(S) (With Price Adjustment:

The initial contract prices resultant from this solicitation shall prevail for a one (1) year(s) period from the contract's initial effective date. Prior to, or upon completion, of that initial term, the County shall have the option to renew this contract for an additional four (4) year(s) period on a year-by-year basis. Prior to completion of each exercised contract term, the County may consider an adjustment to price based on changes in the following pricing index: Consumer Price Index (CPI), All Urban Consumers, All Items, Miami/Ft Lauderdale Area.

It is the bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the bidder's request for adjustment should be submitted 90 days prior to expiration of the then current contract term. The bidder adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the bidder, the County will assume that the bidder has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period may not be considered.

The County reserves the right to reject any price adjustments submitted by the bidder and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the bidder. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

Should the bidder decline the County's right to exercise the option period, the County may consider the bidder in default which decision may affect that bidder's eligibility for future contracts.

NOTE: IF MULTIPLE BIDDERS ARE INVOLVED UNDER THE GIVEN CONTRACT, ANY OPTIONS TO RENEW WILL BE RESTRICTED TO THE SPECIFIC ITEMS OF WORK INITIALLY AWARDED TO ANY SPECIFIC BIDDER.

2.6 METHOD OF AWARD: To a Single Lowest Priced Bidder In The Aggregate

Award of this contract will be made to the responsive, responsible bidder who submits an offer on all items listed in the solicitation and whose offer represents the lowest price

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when all items are added in the aggregate. If a bidder fails to submit an offer on all items, its overall offer will be rejected. The County will award the total contract to a single bidder.

Location No. 1 Operation and Maintenance Services for the South Dade Landfill Gas Control System

The percentage discount for replacement parts proposed by the bidder.

Location No. 2 Operation and Maintenance Services for the North Dade Landfill Gas Control System to include the Leachate Pretreatment System

The percentage discount for replacement parts proposed by the bidder.

REQUIRED SUBMITTALS:

- 1) The bidder must submit with the Bid Submission Form (Section 4.0), three (3) references who have received services from the contractor involving projects of a similar size and scope. Bidder must provide the name of client, addresses, telephone number, a contact person and e-mail address. To be considered acceptable, each reference must include a description of services and type of system serviced.

Note: References must be clients (private or government) for which the bidder has provided landfill gas control services within the past five (5) years. The County will review and evaluate the information for verification of similar equipment and reserves the right to accept or reject as an acceptable reference.

- 2) The bidder must submit with the Bid Submission Form (Section 4.0), the resume of an operator/technician proposed to render the routine services as specified herein, which must have a minimum of three years experience in landfill gas system operation and maintenance. The technician must have an e-mail address and cellular phone for routine correspondence and communication with the County.

NOTE: Failure to meet any of the above requirements may result in the bidder's proposal being declared non-responsive. Bidder(s) may be given an opportunity to submit the required information to the County during the bid evaluation period at the County's discretion.

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2.7 PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT:

If the bidder is awarded a contract under this solicitation, the prices proposed by the bidder shall remain fixed and firm during the term of contract.

The percentage discount for replacement parts proposed by the bidder as required in Section 4, Bid Submittal Form, shall remain fixed and firm during the term of the contract and any subsequent option to renew years.

2.8 EXAMINATION OF SITES (RECOMMENDED)

Prior to submitting its offer it is advisable that the bidder visit the sites of the proposed work and become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required. The bidder is also advised to examine carefully any drawings and specifications and to become thoroughly aware regarding any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions.

For site visitation appointment, contact Solid Waste Management representative Lee Casey at 305-514-6672 for appointment to inspect the facilities and systems.

**2.9 EQUAL PRODUCT
Intentionally Omitted**

**2.10 LIQUIDATED DAMAGES
Intentionally Omitted**

**2.11 INDEMNIFICATION AND INSURANCE (1) - GENERAL SERVICE AND
MAINTENANCE CONTRACT**

Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

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The bidder shall furnish to the Bidder Assistance Section, Department of Procurement Management, Administration Division, 111 NW 1st Street, Suite 1300, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the bidder as required by Florida Statute 440.
- B. Public Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

**NOTE:DADE COUNTY SOLICITATION NUMBER AND TITLE OF SOLICITATION
MUST APPEAR ON EACH CERTIFICATE.**

**CERTIFICATE HOLDER MUST READ: MIAMI-DADE COUNTY
111 NW 1st STREET
SUITE 2340
MIAMI, FL 33128**

Compliance with the foregoing requirements shall not relieve the bidder of his liability and obligation under this section or under any other section of this agreement.

Issuance of a purchase order is contingent upon the receipt of the insurance documents within fifteen (15) calendar days after Board of County Commission approval. If the insurance

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certificate is received within the specified time frame but not in the manner prescribed in this solicitation, the bidder shall be verbally notified of such deficiency and shall have an additional five (5) calendar days to submit a corrected certificate to the County. If the bidder fails to submit the required insurance documents in the manner prescribed in this solicitation within twenty (20) calendar days after Board of Commission approval, the bidder shall be in default of the contractual terms and conditions and shall not be awarded the contract. Under such circumstances, the bidder may be prohibited from submitting future Proposal to the County in accordance with Section 1.23 of the General Terms and Conditions.

The bidder shall be responsible for assuring that the insurance certificate required in conjunction with this Section remain in force for the duration of the contractual period; including any and all option years that may be granted to the bidder in accordance with Section 2.5 of this solicitation. If insurance certificates are scheduled to expire during the contractual period, the bidder shall be responsible for submitting new or renewed insurance certificates to the County at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the County shall suspend the contract until such time as the new or renewed certificates are received by the County in the manner prescribed in the solicitation; provided, however, that this suspended period does not exceed thirty (30) calendar days. If such suspension exceeds thirty (30) calendars days, the County may, at its sole discretion, terminate this contract for cause and seek re-procurement damages from the bidder in accordance with Section 1.23 of this solicitation.

2.12 BID GUARANTY
Intentionally Omitted

2.13 PERFORMANCE BOND
Intentionally Omitted

2.14 CERTIFICATIONS
Intentionally Omitted

**2.15 METHOD OF PAYMENT: MONTHLY INVOICES AND ITEMIZED
INVOICES FOR EMERGENCY WORK**

The successful Bidder(s) shall submit monthly invoices which reflect the basic information set forth below by the tenth (10) calendar day of each month. These invoices shall be submitted to the County user department(s) that requested the service through a purchase order. The invoices shall reflect standard service specified in the contract and provided to the County in the prior month. In addition, the successful Bidder shall submit a separate invoice to the County department that has requested emergency service not specified in the contract. The date of the invoice shall not exceed thirty (30) calendar days from the completion of the emergency service. The invoice for emergency service shall itemize all costs of labor and materials.

All invoices shall contain the following basic information:

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I. Bidder Information:

- The name of the business organization as specified on the contract between Miami-Dade County and bidder
- Date of invoice
- Invoice number
- Bidder's Federal Identification Number on file with Miami-Dade County

II. County Information:

- Miami-Dade County Release Purchase Order or Small Purchase Order Number

III. Pricing Information:

- Unit price of the goods, services or property provided
- Extended total price of the goods, services or property
- Applicable discounts

IV. Goods or Services Provided per Contract:

- Description
- Quantity

V. Delivery Information:

- Delivery terms set forth within the Miami-Dade County Release Purchase Order
- Location and date of delivery of goods, services or property

VI. Failure to Comply:

Failure to submit invoices in the prescribed manner will delay payment.

2.16 SHIPPING TERMS: F.O.B. DESTINATION
Intentionally Omitted

2.17 DELIVERY TERMS (PROVISION AND USE OF SERVICE)

The bidder shall deliver the service at the locations and time agreed upon or, if the time of delivery has not been specifically agreed upon, within a reasonable time from the issuance of the work order.

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See Section 3.0 Technical Specifications, for information regarding location and delivery schedules.

2.18 BACK ORDER ALLOWANCES
Intentionally Omitted

2.19 WARRANTY SHALL BE ONE YEAR FROM DATE OF ACCEPTANCE

A. Type of Warranty Coverage Required

In addition to all other warranties that may be supplied by the bidder, the bidder shall warrant its products and/or service against faulty labor and/or defective material, for a minimum period of one (1) year after the date of acceptance of the labor, materials and/or equipment by the County. This warranty requirement shall remain in force for the full one (1) year period; regardless of whether the bidder is under contract with the County at the time of defect. Any payment by the County on behalf of the goods or services received from the bidder does not constitute a waiver of these warranty provisions.

B. Correcting Defects Covered Under Warranty

The bidder shall be responsible for promptly correcting any deficiency, at no cost to the County, within **two (2)** calendar days after the County notifies the bidder of such deficiency in writing. If the bidder fails to honor the warranty and/or fails to correct or replace the defective work or items within the period specified, the County may, at its discretion, notify the bidder, in writing, that the bidder may be debarred as a County bidder and/or subject to contractual default if the corrections or replacements are not completed to the satisfaction of the County within **two (2)** calendar days of receipt of the notice. If the bidder fails to satisfy the warranty within the period specified in the notice, the County may (a) place the bidder in default of its contract, and/or (b) procure the products or services from another bidder and charge the bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

2.20 CONTACT PERSONS:

For any additional information regarding the terms and conditions of this solicitation and resultant contract, Contact: Km! Ra at (305) 375-1291 or via email kmra@miamidade.gov

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2.21 COUNTY USER ACCESS PROGRAM (UAP)

User Access Fee

Pursuant to Miami-Dade County Budget Ordinance No. 03-192, this contract is subject to a user access fee under the County User Access Program (UAP) in the amount of two percent (2%). All sales resulting from this contract, or any contract resulting from this solicitation and the utilization of the County contract price and the terms and conditions identified herein, are subject to the two percent (2%) UAP. This fee applies to all contract usage whether by County Departments or by any other governmental, quasi-governmental or not-for-profit entity.

The bidder providing goods or services under this contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP as full and complete payment for the goods and/or services specified on the invoice. The County shall retain the 2% UAP for use by the County to help defray the cost of the procurement program. Bidder participation in this invoice reduction portion of the UAP is mandatory.

Joint Purchase

Only those entities that have been approved by the County for participation in the County's Joint Purchase and Entity Revenue Sharing Agreement are eligible to utilize or receive Miami-Dade County contract pricing and terms and conditions. The County will provide to approved entities a UAP Participant Validation Number. The bidder must obtain the participation number from the entity prior to filling any order placed pursuant to this section. Bidder participation in this joint purchase portion of the UAP, however, is voluntary. The bidder shall notify the ordering entity, in writing, within 3 work days of receipt of an order, of a decision to decline the order.

For all ordering entities located outside the geographical boundaries of Miami-Dade County, the successful bidder shall be entitled to ship goods on an "FOB Destination, Prepaid and Charged Back" basis. This allowance shall only be made when expressly authorized by a representative of the ordering entity prior to shipping the goods.

Miami-Dade County shall have no liability to the bidder for the cost of any purchase made by an ordering entity under the UAP and shall not be deemed to be a party thereto. All orders shall be placed directly by the ordering entity with the bidder and shall be paid by the ordering entity less the 2% UAP.

Bidder Compliance

If a bidder fails to comply with this section, that bidder may be considered in default by Miami-Dade County in accordance with Section 1, Paragraph 1.23 of this contract solicitation and the resulting contract.

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2.22 COMPLIANCE WITH FEDERAL STANDARDS

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

2.23 MATERIALS SUPPLIED BY THE COUNTY

Equipment provided by the County is listed in Section 3.0, Technical Specifications and in Attachments 3 thru 5 of this contract.

2.24 LOCATION AND DESCRIPTION

The properties and facilities that are the subject of this solicitation are located at:

North Dade Landfill (NDLF)
21400 NW 47th Avenue
Miami, FL 33055

South Dade Landfill (SDLF)
23707 SW 97th Avenue
Goulds, FL 33032

SECTION 3
TECHNICAL SPECIFICATIONS

**OPERATION & MAINTENANCE SERVICE FOR LANDFILL GAS CONTROL AND
LEACHATE PRETREATMENT SYSTEMS**

3.1 SCOPE

The bidder shall provide all labor, materials and equipment, including a technician with a minimum of three years landfill gas system operation and maintenance experience, to perform routine operation, monitoring and maintenance of the flare, gas collection and gas extraction systems.

3.2 OPERATION & MAINTENANCE SERVICES

The County seeks operation and maintenance services for two Landfill Gas (LFG) Control Systems at its Municipal Solid Waste (MSW) Landfills. One LFG system is located at the South Dade Landfill (SDLF). The other is located at the North Dade Landfill (NDLF) and is integrated with the Leachate pretreatment (LPT) system for that site. This LPT system is currently in cold stand-by mode and is not operating. The gas systems extract LFG from the waste through a series of wells to which a vacuum is applied. Extracted LFG is directed to central flaring stations where it is combusted and destroyed. The flares, controls, pumps, compressors, blowers and recording instrumentation are located in a central area while the wells, condensate piping, service air piping and gas collection and transmission piping systems are located on the closed and active areas of the landfills. The vast majority of the piping systems are constructed out of either PVC or HDPE.

The awarded bidder shall provide the County with quality labor and materials for routine operation and maintenance of the LFG systems on a continuing basis for a term of one (1) year, at which time the County shall have the option to renew for an additional four (4) years on a year to year basis.

3.3 LOCATION NO. 1 - SOUTH DADE LANDFILL

A. Landfill Gas System Operations and Maintenance

The contractor shall provide all labor, materials, equipment (except when the County supplies material or equipment), including a technician with a minimum of three years landfill gas system operation and maintenance experience, to perform routine operation, monitoring and maintenance of the flare, gas collection and gas extraction systems. The contractor is to provide such services on each Monday, Wednesday, and Friday of each week not to exceed eight (8) hours on any single service day unless authorized by the County's Project Manager (PM). Hours in excess of eight (8) hours per day may be treated as call back hours if pre-approved by County's PM in response to the flare's automatic dialer. Travel time to and from the site is not to be included as call back hours and will not be compensated. Services are to be rendered during normal site operating hours of 7:30 AM to 5:30 PM daily unless an alternate

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schedule is approved by the County's PM. Routine monthly services are to be included in the monthly fee. They are to be performed at frequencies stated herein as may be amended from time to time by mutual agreement of the County and the contractor to conform with permit requirements, customary industry practices, or in response to site specific conditions. Preventative maintenance is to be performed in accordance with the attached schedule (Attachment 1A) and is considered part of the routine monthly service. Reports and logs are to be maintained and submitted to the County in both electronic and hard copy formats. The County will provide a sample of an acceptable format for logs. The contractor's technician must have an e-mail address and cellular phone for routine correspondence and communication with the County's Project Manager. The County shall not be responsible for any cell phone or email provider charges.

The following portable equipment will be supplied by the County for the operation and maintenance of the systems (Attachments 3-5): #14 Pit Bull McElroy Fusion Machine or equivalent, Landfill Control Technologies GEM-500 Gas Extraction Monitor or equivalent, and Generac 7000EXL portable electric generator or equivalent. Routine preventative and factory required maintenance and calibration of this equipment is the responsibility of the contractor and is considered part of the monthly fee. Upon conclusion of the contract, the equipment is to be returned to the County in serviceable condition with appropriate preventative maintenance and calibration records. The following lists the routine activities and their frequency

Activity	Frequency
Flare System Operation Check	Twice Daily
Well Field Operation Check (LFG Quality/Vacuum/Temp)	Daily (Entire Well field weekly)
Change Recorder Chart	Weekly
Data Summary Reports (Flare Log/Well Field Log/Downtime Log)	Monthly
Flare Testing	Annually
NSPS Report	Annually
Preventative Maintenance	Attachment 1A
Hurricane Preparations	As needed
Coordination with County staff County Consultants and Regulators	As needed
Surface gas scanning and perimeter probe monitoring and their respective reports	Quarterly
Semi-annual Monitoring Reports	Semi-Annually
Statement of Compliance	Annually

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B. Labor Rates for Call-In Work

The Flare is equipped with an emergency dialer in the event that it does not automatically restart. Call-in work are those instances where the operator is either contacted by the emergency dialer or by a DSWM employee and is required to mobilize to the site to diagnose and repair a problem and restart the flare on days other than the established scheduled service days or in excess of the scheduled maximum number of daily service hours. Travel time to and from the site is not chargeable as hours worked.

C. Emergency and Miscellaneous Repairs, Replacement and Maintenance

The operating permits of the landfill require continuous, compliant operation of the LFG system. Emergency and miscellaneous repairs are those repairs necessary to assure a rapid return to operation of the system after a failure that results from an uncontrollable event such as a lightning strike; are major periodic but infrequent repairs such as the rebuilding of a blower; or are other miscellaneous repairs or maintenance necessary for continuous compliant operation which cannot be enumerated herein. These repairs are extraordinary maintenance and are not considered part of routine preventative maintenance program and are to be performed on a time and materials basis using the quoted hourly rate for this task and the discount reflected on the bid form. Work will only be authorized after a formal written scope of work and estimate (showing breakdown of labor, parts, materials, and hourly rate not exceeding that allowed under the contract) are developed and submitted by the contractor and are approved by the County.

3.4 LOCATION NO. 2 - NORTH DADE LANDFILL

A. Landfill Gas System Operation and Maintenance

The contractor shall provide all labor, materials and equipment, including a technician with a minimum of three years landfill gas system operation and maintenance experience, to perform routine operation, monitoring and maintenance of the flare, gas collection and gas extraction systems. The contractor is to provide such services on each Monday, Tuesday, Thursday and Friday of each week not to exceed eight (8) hours on any single service day unless authorized by the County's PM. Hours in excess of the eight (8) hours per day may be treated as call back hours if pre-approved by County's PM in response to a reported flare outage. Travel time to and from the site is not to be treated as call back hours and will not be compensated. Services are to be rendered during normal site operating hours of 7:30 AM to 5:30 PM daily unless an alternate schedule is approved by the County's PM. Routine duties are considered part of the monthly services and are to be included in the monthly fee. They are to be performed at frequencies stated herein as may be amended from time to time by mutual agreement of the County and the contractor to conform with permit requirements, customary industry practices, or in response to site specific conditions. A summary preventative maintenance matrix is included as

SECTION 3
TECHNICAL SPECIFICATIONS

Attachment 1B. The Preventative Maintenance program is to be performed in accordance with Attachment 1B and the operation manual - Attachment 2. If after contract award, should a conflict be found or clarification be necessary in Attachment 1B and Attachment 2, the County's PM will determine which task applies. This maintenance is considered part of the routine monthly service. Reports and logs are to be maintained and submitted to the County in both electronic and hard copy formats. The County will provide a sample of an acceptable format for logs. The contractor's technician must have an e-mail address and cellular phone for routine correspondence and communication with the County's Project Manager. The County shall not be responsible for any cell phone or email provider charges.

The following portable equipment will be supplied by the County for the operation and maintenance of the systems (Attachments 3-5): #14 Pit Bull McElroy Fusion Machine or equivalent (shared with SDLF site), Landfill Control Technologies GEM-500 Gas Extraction Monitor or equivalent (dedicated to NDLF Site), and Generac 7000EXL portable electric generator or equivalent (shared with SDLF site). Routine preventative and factory required maintenance and calibration of this equipment is the responsibility of the contractor and is considered part of routine monthly services. Upon conclusion of the contract, the equipment is to be returned to the County in serviceable condition with appropriate PM and calibration records. The following lists the routine activities and their frequencies.

Activity	Frequency
Flare System Operation Check	Twice Daily
Well Field Operation Check (LFG Quality/Vacuum/Temp)	Daily (Entire Well field weekly)
Change Recorder Chart	Weekly
Data Summary Reports (Flare Log/Well Field Log/Downtime Log)	Monthly
Flare Testing	Annually
NSPS Report	Annually
Preventative Maintenance	1A Attachments 1B & 2 (Appendix B)
Hurricane Preparations	As needed
Coordination with County staff, County Consultants and Regulators	As needed
Surface gas scanning and perimeter probe monitoring and their respective reports	Quarterly
Semi-annual Monitoring Reports	Semi-Annually
Statement of Compliance	Annually

SECTION 3
TECHNICAL SPECIFICATIONS

B. Landfill Leachate Pretreatment System (LPT) Operation and Maintenance

This system is currently in cold standby mode. The contractor shall provide all labor, materials, equipment, and a technician with a minimum of three years experience in landfill gas system operation and maintenance, to perform routine operation, monitoring and maintenance of the Leachate Pretreatment (LPT) System for ammonia removal as necessary to ensure availability for start up and integrity of any systems integrated with the LFG Flare system. This system is integrated with the LFG Flare system and consists of mixing, holding and equalization tanks, chemical storage tanks and metering pumps, plastic media packed air stripping towers, pumps and piping, blowers, and monitoring equipment and controls. The contractor is to provide such services each Monday, Tuesday, Thursday and Friday each week not to exceed eight (8) hours on any single service day unless authorized by the County's PM. Hours in excess of the eight (8) hours may be treated as call back hours if pre-approved by County's PM in response to a reported outage. Travel time to and from the site is not compensable as call back hours. Services are to be rendered during normal site operating hours of 7:30 AM to 5:30 PM (daily) unless an alternate schedule is approved by the County's PM. Routine duties follow and are considered part of the monthly service and hence are included in the monthly fee. They are to be performed at frequencies stated herein as may be amended from time to time by mutual agreement of the County and the contractor to conform with permit requirements, customary industry practices, or in response to site specific conditions. A summary preventative maintenance matrix and samples of the daily logs are to be developed and formalized by the contractor and submitted to the County for review and approval within 30 days of award of the bid. The Preventative Maintenance program is to be performed in accordance with the attached operation - Attachments 1B & 2. This maintenance is considered part of the routine monthly service. Reports and logs are to be maintained and submitted to the County in both electronic and hard copy formats. The contractor's technician must have an e-mail system and cellular phone for routine correspondence and communication with the County's Project Manager. The County shall not be responsible for any additional cell phone or email provider charges. The following lists activities and their frequencies.

Activity	Frequency
Equipment Inspection	Once/Visit
Operation Check	As needed
pH and Probe Check/Verification	As needed
Flow Checks	As needed
Inspection/Data Summary Reports (Tower Log/Inventory Log/Downtime Log/etc.)	Monthly
Performance Sample	As needed
Reporting	Monthly
Preventative Maintenance	Attachment 2 (if operating)
Hurricane Preparations	As needed

SECTION 3
TECHNICAL SPECIFICATIONS

Coordination with County staff, County Consultants and Regulators	As needed
Periodic Maintenance	Quarterly

C. Labor Rate for Call-In Work

The Flare system is equipped with an emergency dialer in the event that there is a failure. Call-in work are those instances where the operator is either contacted by the emergency dialer or by a DSWM employee and is required to mobilize to the site to diagnose and repair a problem and restart the systems on days other than the established scheduled service days or in excess of the scheduled maximum number of daily service hours. Travel time to and from the site is not chargeable as hours worked.

D. Emergency and Miscellaneous Repairs, Replacement and Maintenance

The operating permits of the landfill require continuous, compliant operation of the LFG and LPT systems. Emergency and miscellaneous repairs are those repairs necessary to assure a rapid return to operation of the systems after a failure that results from an uncontrollable event such as a lightning strike; are major periodic but infrequent repairs such as the rebuilding of a blower; or are other miscellaneous repairs or maintenance necessary for continuous compliant operation which cannot be enumerated herein. These repairs are extraordinary maintenance and are not considered part of routine preventative maintenance program and are to be performed on a time and materials basis using the quoted hourly rate for this task and the discount reflected on the bid form. Work will only be authorized after a formal written scope of work and estimate (showing breakdown of labor, parts, materials, and hourly rate not exceeding that allowed under the contract) are developed and submitted by the contractor and are approved by the County.

Submit Bid To:
CLERK OF THE BOARD
Stephen P. Clark Center
111 NW 1st Street
17th Floor, Suite 202
Miami, Florida 33128-1983



OPENING: 2:00 P.M.
WEDNESDAY
February 28, 2007
BID NO.: 8216-4/12

INVITATION TO BID
SECTION 4
BID SUBMITTAL FORM

PLEASE QUOTE PRICES F.O.B. DESTINATION, LESS TAXES, DELIVERED IN
 MIAMI-DADE COUNTY, FLORIDA

NOTE: Miami-Dade County is exempt from all taxes (Federal, State, Local). Bid price should be less all taxes. Tax Exemption Certificate furnished upon request.

Issued by:	DPM	Date Issued:	This Bid Submittal Consists of
Km! Ra	Purchasing Division		Pages 17 through 21

Sealed bids subject to the Terms and Conditions of this Invitation to Bid and the accompanying Bid Submittal. Such other contract provisions, specifications, drawings or other data as are attached or incorporated by reference in the Bid Submittal, will be received at the office of DPM, Purchasing Division, Bidder Assistance section at the address shown above until the above stated time and date, and at that time, publicly opened for furnishing the supplies or services described in the accompanying Bid Submittal Requirement.

**OPERATION & MAINTENANCE SERVICE FOR LANDFILL GAS
 CONTROLSYSTEMS AND LEACHATE PRETREATMENT SYSTEM**

A Bid Deposit in the amount of N/A of the total amount of the bid shall accompany all bids

A Performance Bond in the amount of N/A of the total amount of the bid will be required upon execution of the contract by the successful bidder and Miami-Dade County

DO NOT WRITE IN THIS SPACE	
ACCEPTED _____	HIGHER THAN LOW _____
NON-RESPONSIVE _____	NON-RESPONSIBLE _____
DATE B.C.C. _____	NO BID _____
ITEM NOS. ACCEPTED _____	
COMMODITY CODE: 988-46, 430-30	
Sr. Procurement Contracting Agent Km! Ra	

FIRM NAME: _____

RETURN ONE ORIGINAL AND TWO COPIES OF BID SUBMITTAL PAGES ONLY

**FAILURE TO COMPLETE THE CERTIFICATION REGARDING LOCAL
 PREFERENCE ON PAGE 21 OF SECTION 4, BID SUBMITTAL FORM SHALL
 RENDER THE BIDDER INELIGIBLE FOR LOCAL PREFERENCE**

**FAILURE TO SIGN PAGE 21 OF SECTION 4, BID SUBMITTAL FORM, WILL
 RENDER YOUR BID NON-RESPONSIVE**

BID SUBMITTAL FOR:

**OPERATION & MAINTENANCE SERVICE FOR LANDFILL GAS CONTROL
AND LEACHATE PRETREATMENT SYSTEMS**

FIRM NAME: _____

ITEM	ESTIMATED QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
------	-----------------------	-------------	------------	-------------

LOCATION NO. 1:

South Dade Landfill: Operation, Maintenance, Diagnosis, and Repair Service for SDLF LFG System

- | | | | | |
|----|------------------|---|------------------|---------------|
| 1. | 12 Months | Landfill Gas System Operation and Maintenance | \$ _____ / Month | \$ _____ /YR. |
| 2. | 20 Hours | Labor Rate for Call-In Work | \$ _____ / Hour | \$ _____ /YR |
| 3. | 100 Hours | Emergency and Miscellaneous Repairs | \$ _____ / Hour | \$ _____ /YR |
4. Bidder shall offer a percentage discount off the Manufacturer's List Price for parts. The County estimates an expenditure of **\$136,000 per year on parts.**

Bidder shall provide a quote for this item as follows:

County expenditure of **\$136,000 minus percentage discount shall equal bid price.**

\$136,000.00 - _____ % = _____

TOTAL LOCATION NO. 1 (ITEMS 1 - 4) \$ _____**LOCATION NO. 2:**

North Dade Landfill and Leachate Pretreatment System Operation, Maintenance, Diagnosis and Repair Service for NDLF LFG System .

- | | | | | |
|----|------------------|---|------------------|--------------|
| 1. | 12 Months | Landfill Gas System Operation and Maintenance | \$ _____ / Month | \$ _____ /YR |
| 2. | 12 Months | Landfill LPT Operation and Maintenance | \$ _____ / Month | \$ _____ /YR |
| 3. | 40 Hours | Labor Rate for Call-In Work | \$ _____ / Hour | \$ _____ /YR |
| 4. | 200 Hours | Emergency and Miscellaneous Repairs | \$ _____ / Hour | \$ _____ /YR |

BID SUBMITTAL FOR:**OPERATION & MAINTENANCE SERVICE FOR LANDFILL GAS CONTROL
AND LEACHATE PRETREATMENT SYSTEMS****FIRM NAME:** _____

5. Bidder shall offer a percentage discount off the Manufacturer's List Price for parts. The County estimates an expenditure of **\$71,000 per year on parts.**

Bidder shall provide a quote for this item as follows:

County expenditure of **\$71,000 minus percentage discount shall equal bid price.**

\$71,000.00 - _____ % = _____

TOTAL LOCATION NO. 2 (ITEMS 1 - 5) \$_____

GRAND TOTAL LOCATIONS 1 AND 2: \$_____

REQUIRED SUBMITTALS

- 1) The bidder shall submit with the Bid Submission Form (Section 4.0), a list of at least three (3) references who received services from the contractor involving projects of a similar size and scope. Bidder must provide the name of client, addresses, telephone number, a contact person and e-mail address. To be considered acceptable, this list must include a description of services and type of system serviced.
- 2) The bidder shall submit with the Bid Submission Form (Section 4.0), the resume of an operator/ technician proposed to render the routine services as specified herein, which must have a minimum of three years experience in landfill gas system operation and maintenance. The technician must have an e-mail system and cellular phone for routine correspondence and communication with the County's Property Manager.

NOTE: Failure to meet any of the above listed requirements at bid submission or during the evaluation period may result in the bidder's proposal being declared non-responsive.

REFERENCES:

Client	Address	Type of System	Contact Person	Telephone Number	E-Mail

**SECTION 4
BID SUBMITTAL FOR:**

**Operation & Maintenance Service For Landfill Gas Control Systems And
Leachate Pretreatment System**

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

LIST BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN
CONNECTION WITH THIS BID

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

TITLE OF OFFICER: _____

**Bid Title: Operation & Maintenance Service For Landfill Gas Control System And Leachate Pretreatment System**

By signing this Bid Submittal Form the Bidder certifies that it satisfies all legal requirements (as an entity) to do business with the County, including all Conflict of Interest and Code of Ethics provisions in Section 2-11 of the Miami-Dade County Code. Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the Miami-Dade County Ethics Commission prior to submittal of a Bid response or application of any type to contract with the County by the employee or his or her immediate family and file a copy of that request for opinion and any opinion or waiver from the Board of County Commissioners with the Clerk of the Board. The affected employee shall file with the Clerk of the Board a statement in a form satisfactory to the Clerk disclosing the employee's interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract at the same time as or before submitting a Bid, response, or application of any type to contract with the County. Also a copy of the request for a conflict of interest opinion from the Ethics Commission and any corresponding opinion, or any waiver issued by the Board of County Commissioners, must be submitted with the response to the solicitation.

In accordance with Sec. 2-11.1(s) of the County Code as amended, prior to conducting any lobbying **regarding this solicitation, the Bidder must file the appropriate form with the Clerk of the Board stating that a particular lobbyist is authorized to represent the Bidder.** Failure to file the appropriate form in relation to each solicitation may be considered as evidence that the Bidder is not a responsible contractor.

The Bidder confirms that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same goods and/or services and in all respects is without collusion, and that the Bidder will accept any resultant award. Further, the undersigned acknowledges that award of a contract is contingent upon bidder registration. Failure to register as a bidder within the specified time may result in your firm not being considered for award.

Pursuant to Section 2-8.6, any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.

☐ **Place a check mark here to affirm compliance with this disclosure requirement.**

COUNTY USER ACCESS PROGRAM (UAP): Joint purchase and entity revenue sharing program

For the County's information, the bidder is requested to indicate, at 'A' and 'B' below, its general interest in participating in the Joint Purchase Program of the County User Access Program (UAP) described in Section 2.21 of this contract solicitation, if that section is present in this solicitation document. Bidder participation in the Joint Purchase portion of the UAP is voluntary, and the bidder's expression of general interest at 'A' and 'B' below is for the County's information only and **shall not be binding** on the bidder.

A. If awarded this County contract, would you be interest in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located within the geographical boundaries of Miami-Dade County?

Yes _____ No _____
and

B. If awarded this County contract, would you be interested in participating in the Joint Purchase portion of the UAP with respect to other governmental, quasi-governmental or not-for-profit entities located outside the geographical boundaries of Miami-Dade County?

Yes _____ No _____

LOCAL PREFERENCE CERTIFICATION: The responding bidder hereby attests, **by checking one of the following blocks**, that it is ☐, or is not ☐, a local business. For the purpose of this certification, a "local business" is a business located within the limits of Miami-Dade County (or Broward County in accordance with the Interlocal Agreement between the two counties) that conforms with the provisions of Section 1.10 of the General Terms and Conditions of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base. **Failure to complete this certification at this time (by checking the appropriate box above) shall render the bidder ineligible for Local Preference.**

Firm Name: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No. _____

Fax No. _____

Email Address: _____

FEIN No. ____/____-____/____/____/____/____

Prompt Payment Terms: ____% ____ days net ____ days
(Please see paragraph 1.2 H of General Terms and Conditions)

"By signing this document the bidder agrees to all Terms and Conditions of this Solicitation and the resulting Contract"

Signature: _____
(Signature of authorized agent)

Print Name: _____

Title: _____

Failure to sign this page shall render your Bid non-responsive.



APPENDIX

AFFIDAVITS

FORMAL BIDS

MIAMI-DADE COUNTY BID AFFIDAVITS**▪ DISABILITY NONDISCRIMINATION AFFIDAVIT
(Resolution R-385-95)**

I, being duly first sworn, state that this firm, corporation, or organization is in compliance with and agrees to continue to comply with, and assure that any subcontractor, or third party contractor under this contract complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The Americans with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. Sections 225 and 611 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Rehabilitation Act of 1973, 29 U.S.C. Section 794

The Federal Transit Act, as amended 49 U.S.C. Section 1612

The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631

**▪ MIAMI-DADE COUNTY DEBARMENT DISCLOSURE AFFIDAVIT
(Ordinance 93-129) See Section 1 (1.3H)**

I, being duly first sworn, upon oath deposes and says that the bidder of this contract or his agents, officers, principals, stockholders, subcontractors or their affiliates are not debarred by Miami-Dade County.

**▪ MIAMI-DADE COUNTY COLLECTION OF TAXES,
FEES AND PARKING TICKETS AFFIDAVIT
(Ordinance 95-178) Section 1 (1.3 E)**

I, being first duly sworn state that in compliance with the procedures contained in Section 2-8.1(c) of the Code of Miami-Dade County, and as amended by Ordinance 95-178, this firm hereby certifies that the foregoing statements are true and correct.

That all delinquent and currently due fees or taxes (including, but not limited to, real and personal property taxes, convention and tourist development taxes, utility taxes, and occupational license taxes) collected in the normal course by the Miami-Dade County Tax Collector and County issued parking tickets for vehicles registered in the name of the above firm, have been paid.

**▪ AFFIDAVIT RELATING TO INDIVIDUALS AND ENTITIES
ATTESTING BEING CURRENT IN THEIR OBLIGATIONS TO
MIAMI-DADE COUNTY (Ordinance 99-162) See Section 1 (1.3 N)**

I, being first duly sworn state that in compliance with County Ordinance 99-162, the bidder is not in arrears in any payment under a contract, promissory note or other loan document with the County, or any of its agencies or instrumentalities, including the Public Health Trust (hereinafter referred to as "County"), either directly or indirectly through a firm, corporation, partnership or joint venture in which the individual or entity has a controlling financial interest as that term is defined in Section 2-11.1(b)(8) of the County Code.

▪ **MIAMI-DADE COUNTY DOMESTIC VIOLENCE LEAVE
AFFIDAVIT (Ordinance 99-5 & Resolution R-185-00)**

That in compliance with Ordinance No 99-5, Resolution No. R-185-00 and the Code of Miami-Dade County, Florida, the following information is provided and is in compliance with all items in the aforementioned legislation. As an employer having, in the regular course of business, fifty (50) or more employees working in Miami-Dade County for each working day during each of twenty (20) or more calendar work weeks in the current or preceding calendar year, do hereby certify to be in compliance with the Domestic Leave Ordinance, codified at 11A-60 et. Seq., of the Miami-Dade-County Code, and that the obligation to provide domestic violence leave to employees shall be a contractual obligation.

**BY SIGNING AND NOTARIZING THIS PAGE YOU ARE ATTESTING
TO AFFIDAVITS ON PAGES 1 AND 2**

MIAMI-DADE COUNTY AFFIDAVITS SIGNATURE PAGE

By: _____ 20 ____
Signature of Affiant Date

Printed Name of Affiant and Title

Federal Employer Identification Number

Printed Name of Firm

Address of Firm

SUBSCRIBED AND SWORN TO (or affirmed) before me this _____ day of _____, 20____

He/She is personally known to me or has presented _____ as identification.
Type of identification

Signature of Notary

Serial Number

Print or Stamp Name of Notary

Expiration Date

Notary Public – State of _____

Notary Seal

LIVING WAGE AFFIDAVIT
(County Ordinance 99-44)

I, being first duly sworn hereby state and certify that in compliance with Section 2-8.9 of the Miami-Dade County Code, by accepting award of this contract, the bidder or proposer agrees to pay the living wage required by County Ordinance 99-44 to all employees assigned to this contract. The bidder or proposer further understands that the current living wage applied to this contract is \$9.81 per hour plus health benefits as described in the ordinance, or \$11.23 per hour without health benefits. The Living Wage required by Ordinance 99-44 is subject to indexing as set-forth in Section "C" (Indexing).

By: _____ 20 ____
Signature of Affiant Date

Printed Name of Affiant and Title

_____/_____-____/____/____/____/____/_____
Federal Employer Identification Number

Printed Name of Firm

Address of Firm

SUBSCRIBED AND SWORN TO (or affirmed) before me this _____ day of _____, 20 ____

He/She is personally known to me or has presented _____ as identification.
Type of identification

Signature of Notary

Serial Number

Print or Stamp Name of Notary

Expiration Date

Notary Public – State of _____

AFFIRMATIVE ACTION PLAN/PROCUREMENT POLICY AFFIDAVIT
(Code of Miami-Dade County Section 2-8.1.5) (Ordinance No. 98-30)

I, being duly first sworn, hereby state that the bidder of this contract:

- ☐ has a current Affirmative Action Plan and Procurement Policy, as required by Section 2-8.1.5 of the Code of Miami-Dade County, processed and approved for filing with the Miami-Dade County Department of Business Development (DBD) under the file No. _____ and _____ the expiration date of _____.
- ☐ had annual gross revenues in excess of \$5,000,000.00 for the previous year and does not have a current Affirmative Action Plan and Procurement Policy as required by Section 2-8.1.5 of the Code of Miami-Dade County, processed and approved for filing with the Miami-Dade County DBD. I will contact DBD at 305-375-3111 regarding this requirement.
- ☐ had annual gross revenues less than \$5,000,000.00 for the previous year; therefore Section 2-8.1.5 of the Code of Miami-Dade County is not applicable. However, I will contact DBD at 305-375-3111 in order to submit the required affidavit and exemption request.

Witness: _____ Signature _____ Signature _____

Witness: _____ Signature _____ By: _____ Legal Name and Title _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20 _____

FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT:

By: _____

FOR A CORPORATION, PARTNERSHIP OR JOINT VENTURE:

By: _____ having the title of _____

with _____.

☐ a _____ corporation ☐ partnership ☐ joint venture

PLEASE NOTE:

Section 2-10.4(4)(a) of the Code of Miami-Dade County (Ordinance No. 82-37) requires that all properly licensed architectural, engineering, landscape architectural, and land surveyors have an affirmative action plan on file with the County.

Section 2-8.1.5 of the Code of Miami-Dade County requires that firms that have annual gross revenues in excess of five (5) million dollars have an affirmative action plan and procurement policy on file with the County. Firms that have a Board of Directors that are representative of the population make-up of the nation may be exempt.

For questions regarding these requirements, please contact the Miami-Dade County Department of Business Development at 305-375-3111.

CODE OF BUSINESS ETHICS

Code of Miami-Dade County Section 2-8.1(i)

I, being duly sworn, hereby state and certify that this firm has adopted a Code of Business Ethics that is fully compliant with the requirements of Section 2-8.1(i) of the Code of Miami-Dade County as amended. I further acknowledge that failure to comply with the adopted Code of Business Ethics shall render any contract with Miami-Dade County voidable, and subject this firm to debarment from County work pursuant to Section 10-38(h)(2) of the Code of Miami-Dade County as amended. I further acknowledge that failure to submit this affidavit shall render this firm ineligible for contract award.

By: _____ 20 ____
Signature of Affiant Date

Printed Name of Affiant and Title

____/____/____/____/____/____/____/____/____/_____
Federal Employer Identification Number

Printed Name of Firm

Address of Firm

SUBSCRIBED AND SWORN TO (or affirmed) before me this _____ day of _____, 20 ____

He/She is personally known to me or has presented _____ as identification.
Type of identification

Signature of Notary

Serial Number

Print or Stamp Name of Notary

Expiration Date

Notary Public – State of _____

Notary Seal

In compliance with Miami-Dade County Ordinance 97-35, the Bidder shall submit with the bid proposal a detailed statement of its policies and procedures (use separate sheet if necessary) for awarding subcontractors in accordance with Section 1, Paragraph 1.15

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature _____

Date _____

**SUBCONTRACTOR/SUPPLIER LISTING
(Ordinance 97-104)**

Firm Name of Prime Contractor/Respondent: _____

Bid No.: _____ **Title:** _____

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104 **MUST** be completed, signed and submitted by all bidders and respondents on County contracts for purchases of supplies, materials or services, including professional services which involve expenditures of \$100,000 or more, and all bidders and respondents on County or Public Health Trust construction contracts which involve expenditures of \$100,000 or more. A bidder or respondent who is awarded the contract shall not change or substitute first tier subcontractors or direct suppliers or the portions of the contract work to be performed or materials to be supplied from those identified, except upon written approval of the County.

This form, or a comparable listing meeting the requirements of Ordinance No. 97-104, **MUST** be completed, signed and submitted even though the bidder or proposer will not utilize subcontractors or suppliers on the contract. The bidder or proposer should enter the word "NONE" under the appropriate heading of sub form 100 in those instances where no subcontractors or suppliers will be used on the contract.

Business Name and Address of First Tier Subcontractor/Subconsultant	Principal Owner	Scope of Work to be Performed by Subcontractor/Subconsultant	(Principal Owner)	
			Gender	Race
Business Name and Address of Direct Supplier	Principal Owner	Supplies/Materials/Services to be Provided by Supplier	(Principal Owner)	
			Gender	Race

I certify that the representations contained in this Subcontractor/Supplier Listing are to the best of my knowledge true and accurate

Prime Contractor/Respondent's Signature

Print Name
(Duplicate if additional space is needed)

Print Title

Date

FORM 100

NAME		
ADDRESS		
CITY	STATE	ZIP
SIGNATURE	TITLE	

Attachment 1A**PREVENTATIVE MAINTENANCE SCHEDULE FOR SDLF FLARE**

- Blowers

Twice per Week All Units

1. Visually Inspect and Record:
Oil level, Vibration, Bearing Temperature, Motor Amperage, Motor Cooling Grill
2. Adjust
System vacuum using inlet & recycling valves

Every 2000 Hours & Before Placing In Service

3. Lubricate Motor
4. Change Oil for Blower and Bearings
5. Inspect Plug
6. General Cleaning

- Air Conditioner

Every Two Months

1. Change Air Filter
2. Inspect and Clean Evaporator and Condenser
3. Verify and Set Thermostat (80 degrees F or higher)

- Sump Pumps

Monthly

1. Visually Inspect Condensate Level
2. Verify Operable State of Pumps

- Knock Out (KO) Drum

Every Two Years

1. Clean & Inspect

- Flare Stack

Twice per Week

1. Visually Observe and Record Flame Appearance
2. Visually Inspect Condition and External Components

- Flame Arrestor

Twice per Week

1. Measure Pressure with Manometer (NTE 15" of H2O)

ATTACHMENT 1
FLARE STATION
RECOMMENDED MAINTENANCE SCHEDULE

FREQUENCY OF SERVICE

	DAILY	WEEKLY	BI-WEEKLY	MONTHLY	BI-MONTHLY	SEMI-ANNUALLY	ANNUALLY	AS NEEDED
CONDENSATE KNOCK OUT POT								
1- CHECK LIQUID LEVEL	*							
2- DRAIN KOP								*
3- INSPECT INTERNAL COATING, COVER GASKET AND CLEAN MENISTER PAD								
4- RETORQUE COVER BOLTS							*	
PNEUMATIC HEADER VALVE								
1- CHECK NITROGEN SUPPLY		*						*
2- CHECK SUPPLY PRESSURE		*						*
3- CHECK VALVE PERFORMANCE		*						
4- CHECK SUPPLY LINES FOR LEAKAGE					*			
LFG BLOWER								
1- INSPECT FOUNDATION & CORRECTION DEFICIENCIES							*	
2- CHECK CONDITIONS OF ISOLATION PADS							*	
3- CHECK BLOWER MOTOR ALIGNMENT							*	
4- CHECK PIPING ALIGNMENT							*	
5- CHECK BEARING TEMPERATURE		*						
6- CHECK VIBRATION LEVELS				*				
7- RELUBRICATE BEARINGS PER SPECIFICATION				*				
8- INSPECT DRIVE BELTS AND FLEX COUPLING					*			
9- CLEAN VENTILATION OPENINGS OF BLOWER MOTOR								*
10- RELUBRICATE MOTOR BEARINGS					*			
11- CHECK WIRE CONDENSATE FROM HOUSING							*	
12- DRAIN ANY CONDENSATE FROM HOUSING			*					

ATTACHMENT 1

FLARE STATION
RECOMMENDED MAINTENANCE SCHEDULE

Attachment 1B - Continued								
PIPING								
1- CHECK ALL VALVES FOR PROPER OPERATION				*				
2- RETORQUE ALL FLANGE CONNECTIONS							*	
3- CHECK ALL FLANGE GASKETS FOR LEAKAGE						*		
4- CHECK RUBBER EXPANSION JOINTS FOR WEAR						*		
5- CHECK PIPING ALIGNMENT							*	
FLAME ARRESTOR								
1- CLEAN INTERNAL BANK per spec				*				
2- CHECK BACK PRESSURE & CLEAN BANK ASSEMBLY				*				*
PROPANE PILOT SYSTEM								
1- CHECK PROPANE SUPPLY	*							
2- CHECK PROPANE SUPPLY PRESSURE	*							
3- CHECK SOLENOID MANUAL OVERRIDE						*		
4- CLEAN SOLENOID VALVE PER SPECIFICATIONS							*	
5- CLEAN PRESSURE REGULATOR VENT						*		
6- CHECK ALL CONNECTIONS FOR LEAKS						*		
	DAILY	WEEKLY	BI-WEEKLY	MONTHLY	BI-MONTHLY	SEMI-ANNUALLY	ANNUALLY	AS NEEDED
ENCLOSED FLARE ASSEMBLY								
1- CHECK LOUVERS FOR SMOOTH OPERATION		*						
2- CHECK LINKAGE CONDITION		*						
3- CHECK TORQUE				*				
4- MAINTAIN OIL LEVEL IN LOUVER ACTUATOR								*
5- CHECK PURGE BLOWER MOTOR VENTS				*				
6- CLEAN PURGE BLOWER MOTOR VENTS						*		
7- CHECK BLOWER INLET FOR RESTRICTION AND CLEAN						*		
8- CHECK PURGE FLOW SWITCH FOR PROPER OPERATION						*		
9- LUBRICATE PURGE BLOWER PER SPECIFICATIONS						*		

ATTACHMENT 1

FLARE STATION RECOMMENDED MAINTENANCE SCHEDULE

10- REMOVE AND CLEAN ULTRA VIOLET SCANNER					*			
11- CHECK UV SCANNER FOR PROPER OPERATION					*			
12- INSPECT IGNITER PLUG, LEAD, & CONNECTIONS						*	*	
13- INSPECT CONDITIONS OF TIP						*		
Attachment 1B - continued								
14- INSPECT CONDITION OF INSULATION, PINS, & KEEPERS						*		
15- ALIGN AND RETORQUE FOUNDATION BOLTS						*		
16- CHECK ELECTRICAL ENCLOSURE FOR MOISTURE					*			
17- TIGHTEN WIRE TERMINALS						*		
18- TIGHTEN CONDUIT CONNECTIONS						*		
19- CHECK WIRE CONNECTIONS FOR TIGHTNESS & CORROSION								
20- CHECK PAINT & TOUCH-UP/REPAINT								*
21- CHECK THERMOCOUPLE ELEMENTS						*		
22- CHECK PRESSURE, VACUUM & TEMP, GAUGES					*			
FLARE CONTROL PANEL								
1- CLEAN & MAINTAIN INSTRUMENTS PER SPECIFICATIONS						*		
2- REPLACE RECORDER CHART		*						
3- REPLACE RECORDER PEN TIP						*		
4- CHECK ENCLOSURE FOR MOISTURE		*						
5- CHECK WIRE CONNECTIONS f/ CORROSION & TIGHTNESS								
6- CHECK PANEL LIGHT BULBS				*				
7- CHECK EMERGENCY SHUTDOWN				*				
8- CHECK SYSTEM PERMISSIVE						*		
LADDER & PLATFORM								
1- MAKE SURE LADDERS ARE ALIGNED & STRUCTURALLY SOUND								
2- CHECK FOR CORROSION, CHECK PAINT & TOUCH-UP/PAINT IF NEEDED								